

LANDLORD FEE(S)	Price Including VAT
Management including Rent & Legal Protection Provide rent and legal protection cover built into the management service. Full details of the cover can be provided upon request. Collect & remit the monthly rent received, pursue non-payment of rent & provide advice on rent arrears actions, deduct commission & other works, advise all relevant utility providers of changes, undertake management visits & notify landlord of the outcome, arrange routine repairs & instruct approved contractors, hold keys throughout the tenancy term, make any HMRC deduction & provide tenant with the NRL8 (if relevant).	18.6% of agreed rent pcm
Management Collect & remit the monthly rent received, pursue non-payment of rent & provide advice on rent arrears actions, deduct commission & other works, advise all relevant utility providers of changes, undertake management visits & notify landlord of the outcome, arrange routine repairs & instruct approved contractors, hold keys throughout the tenancy term, make any HMRC deduction & provide tenant with the NRL8 (if relevant).	15% of agreed rent pcm
Rent Collection including Rent & Legal Protection Provide rent and legal protection cover built into the management service. Full details of the cover can be provided upon request. Collect & remit the monthly rent received, deduct commission & other works, pursue non-payment of rent & provide advice on rent arrears actions, make any HMRC deduction & provide tenant with the NRL8 (if relevant).	15.6% of agreed rent pcm
Rent Collection Collect & remit the monthly rent received, deduct commission & other works, pursue non-payment of rent & provide advice on rent arrears actions, make any HMRC deduction & provide tenant with the NRL8 (if relevant).	12% of agreed rent pcm
Tenancy Set Up Fee Tenant Find / Let Only Agree the market rent & find a new (or replacement) tenant in accordance with the landlord terms of business; advise on refurbishment, provide guidance on compliance with statutory provisions & letting consents, carry out accompanied viewings (as appropriate), market the property & advertise on relevant portals, erect board outside property in accordance with Town & Country Planning Act 1990, advise on non-resident tax status & HMRC (if relevant). Collect & remit initial months' rent received, agree collection of any shortfall and payment method, provide tenant with method of payment, deduct any pre-tenancy invoices, make any HMRC deduction & provide tenant with the NRL8 (if relevant).	10.8% of agreed rental term Subject to a minimum fee of £600
Tenancy Set-up Fee Fully Managed & Rent Collection Agree the market rent and find a new (or replacement) tenant in accordance with the landlord terms of business; Advise on refurbishment, provide guidance on compliance with statutory provisions & letting consents, carry out accompanied viewings (as appropriate), market the property & advertise on relevant portals, erect board outside property in accordance with Town & Country Planning Act 1990, advise on non-resident tax status and HMRC (if relevant).	£240
Deposit Registration Fee, Per Annum Based on a fixed fee. All Tenants deposits must be registered by law. This fee is for Registering landlord & tenant details & protect the security deposit with a Government authorised scheme, provide the tenant(s) with the Deposit Certificate & Prescribed Information within 30 days of start of tenancy.	£60

If you have any questions on our fees, please ask a member of staff.

The Bishop's Stortford Office is part of a Client Money Protection Scheme;

This Office is part of an Independent Redress Scheme - N00585

VAT Reg. No. 826042254

MW EAST ANGLIA trading as MULLUCKS

Company No. 04894067

Registered office The Guild House, Water Lane, Bishops Stortford, Herts CM23 2JZ

RICS: 010311



LANDLORD FEE(S)	Price Including VAT
Tenancy Referencing Fee <i>Based on a fixed fee, per person. Referencing (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers/landlords) & any other relevant information to assess affordability. Chargeable only when not taken as part of our standard services.</i>	£84
Renewal Fee <i>Contract negotiation, amending & updating terms & arranging a further tenancy & agreements if both parties agree.</i>	£180
Withdrawal Fee <i>If you instruct us to proceed with a proposed Tenancy and subsequently withdraw your instructions, before the completion of the Tenancy documentation, you agree to meet the reasonable costs and expenses incurred by us and pay a contribution towards our advertising costs.</i>	£240
Quarterly Submission of Non-Resident to HMRC <i>This fee is charged to remit and balance the financial return to HMRC quarterly and respond to any specific query relating to the return from the landlord or HMRC. An annual submission is also required.</i>	£30 per quarter
Annual Submission of Non- Resident Landlords to HMRC	£60 per annum
Annual Summary Report <i>The fee is charged to produce a single summary statement of those monthly statements already sent.</i>	£60 per annum
Preparation of Section 13 on a Tenant Find/Let Only <i>This fee is charged for the agent to create and produce the Section 13 Notice on the landlord's behalf.</i>	£60
Preparation of Section 8 Notice Documentation Pack <i>Collation & reproduction of copy documents including tenancy, references, deposit, inventory, contemporaneous system notes, etc.</i>	£120
Court Attendance <i>To attend with and/or represent you in Court – eg eviction of tenant(s). Expenses would include travel, accommodation, and parking where applicable.</i>	£120 + Expenses
Dispute Fee <i>In the event that a settlement cannot be made as us acting as Stakeholder. This fee covers compiling the relevant documentation to support the landlord's position.</i>	£120
Safety Requirements:	
EPC <i>To arrange access and retain certificate.</i>	£120
Gas Safety Certificate/Check <i>To arrange access and retain certificate.</i>	£120
Smoke/Carbon Monoxide Alarm Installation <i>Arranging the installation of the smoke and carbon monoxide alarms.</i>	£45 plus parts
Smoke/Carbon Monoxide Alarm Checks Tenant Find / Let Only <i>To check alarms on the first day of the Tenancy.</i>	£30
Portable Appliance Test (PAT) <i>To arrange access and retain certificate.</i>	£50
Legionnaires Risk Assessment <i>To arrange access and retain certificate.</i>	£150
EICR (Electrical Installation Condition Report) <i>To arrange access and retain certificate.</i>	Subject to property size
Changing Light Bulbs <i>This fee covers the cost for time taken to arrange for light bulbs to be installed/replaced through no fault of any tenants, where no supplied by landlord or at additional request.</i>	£25 plus cost of bulbs
Key Cutting <i>This fee covers the costs for time taken to cut keys or arrange replacement keys, permits, electronic door fobs where not supplied by the landlord.</i>	£25 plus cost of key